

Job Shadow Program

Orientation Information for Students 2020-21

Congratulations on being matched with a Purposeful Work Job Shadow! Thanks to the generous efforts of alumni, parents, and friends of Bates College, the job shadow program will provide you with an invaluable opportunity to engage with career exploration.

- **Important!** Please review the guidelines in this document before you contact your sponsor(s) to ensure an enjoyable experience for all involved. A job shadow will offer exposure and experience in a particular field of work, and you will also be making an impression upon your sponsor and their colleagues. We are counting on you to represent Bates in the most positive way possible.
- If you were matched with more than one job shadow, you are expected to complete all of them.

Essential To-Do Items for Job Shadows

This brief checklist highlights **key tasks**; information on the following pages provides more details to consider.

1 Before the job shadow:

- Email your sponsor to discuss a specific date, zoom links and other important details for the job shadow; See sample template in detailed guidelines that follow
- Email the date of each job shadow and sponsor name **by January 15, 2021** to jobshadow@bates.edu
- Conduct research on your sponsor's role and employer, and compile a list of key questions and objectives
- Prepare a notecard or gift of appreciation to send to your sponsor

2 During the job shadow:

- **Important!** Be an engaged and active participant, asked thoughtful questions
- Take a screen shot of you and your job shadow sponsor, share it with jobshadow@bates.edu

3 After the job shadow:

- **Important!** Send a thoughtful and detailed thank you note within a week of the job shadow
- Complete an online feedback form that will be emailed to you during the month of your shadow
- Reflect upon what you learned, how the experience affirmed your interests, and what you need to learn next

Detailed Guidelines for a Successful Job Shadow Experience

1 BEFORE THE JOB SHADOW: ARRANGE

➤ **Contact your sponsor SOON!**

- We recommend using email as the first point of contact (rather than calling). This allows the sponsor to respond at their convenience; feel free to follow up after one week if you do not hear back.
- Please contact us at jobshadow@bates.edu, if you do not get a response after three attempts. We will assist in making the connection with your sponsor.

Please consider the following example:

Subject: Bates Job Shadow — Jane Bates '21 (your name and class year)

Dear Ms. (Last name), [consider using Mr., Ms., or Dr. as appropriate]

Thank you for hosting a Purposeful Work job shadow this year. I was very pleased to learn that I was selected for this exciting opportunity, and I look forward to learning more about your role at [insert name of company/organization].

I am writing to arrange a plan for the job shadow. I'm available to email, talk by phone or Zoom to discuss the details. I'm flexible, given that we'll be connecting virtually, but a few good dates for me include: _____

Thank you again for offering this wonderful opportunity. I look forward to meeting you.

All the best,
Jane Bates '21

➤ **Once in contact with your sponsor, discuss a specific date and other important details for the job shadow** **Be certain to cover the following topics:**

- Preferred dates from the sponsor, duration of job shadow (virtual shadows may be any configuration between two hours and two days), and important links and passcodes as appropriate
- Please be flexible and keep in mind that your sponsor may have a very busy schedule and/or may be matched with multiple students
- Particular areas of interest you would like to learn about or observe during your job shadow
- Recommended attire in order to dress appropriately for the work environment — a professional appearance indicates the seriousness of your intent to learn
- **Email your confirmed job shadow date with sponsor's name by January 15 to: jobshadow@bates.edu**

BEFORE THE JOB SHADOW: PREPARE

➤ **Learn as much as possible about your sponsor's specific role and career field in order to craft specific and well-informed questions to ask during the job shadow:**

- Review the organization's web site and LinkedIn company page, as well as your sponsor's LinkedIn profile
- Search Vault Campus (accessible through *Handshake*) and ONET (onetonline.org) for information on occupations and industries

- Review [*Making Professional Connections Guide*](#) (on the Purposeful Work web site and in *Handshake*) for sample questions to ask your sponsor — please do not ask basic questions that can be answered by your sponsor’s website!

2 DURING THE JOB SHADOW: ENGAGE

- **Be prepared:**
 - Be prepared to articulate your current career goals, and what you hope to learn during the shadow
 - Have a system in place to take notes. Record names of any contacts you meet during the experience.
 - Have an electronic version of your resume ready to email, if requested.
- **Be an active learner and participant:**
 - Take the initiative — ask questions and demonstrate active listening skills
 - Express an interest in meeting with other people who have similar jobs within the organization, as well as with people working at different levels
 - Observe the personalities of the people, as well as the culture within the workplace
 - If your sponsor is particularly busy, offer to assist with any tasks that are appropriate; though you are not there to be an office assistant, these opportunities can provide insight into the organization
 - Be yourself — you are there to learn how your interests fit into a career path and organization
- **Be professional and tactful:**
 - Exhibit professional behavior; dress in appropriate work attire
 - Proceed tactfully if the topic of internship/job opportunities comes up; a sponsor may react negatively if your focus appears to be more about getting a job, rather than exploring career paths
 - If you discover during the job shadow that you are no longer interested in your sponsor’s work or chosen field, please try to remain polite and engaged; in career exploration, there is great value in learning about what does and does not appeal to you! If this is the case, please meet with a Purposeful Work team member to consider this revelation.
- **Be flexible:**
 - Please be aware that due to work demands, your sponsor may need to adjust the original plan.
 - If plans for the day stray from the original plan, go with the flow!
- **Be considerate:**
 - **Important!** Turn your phone off — do not text, email or do other things on your computer during your virtual job shadow
 - Be on time — allow extra time to manage technical surprises.

3 AFTER THE JOB SHADOW: APPRECIATION

- **Send your sponsor a thank you note:**
 - **Important!** Send a thoughtful thank you note within a week after your job shadow to your sponsor and to each colleague that spent significant time with you; make an effort to include specific details
 - Use your best judgment to decide if a handwritten note or email message is appropriate; this may vary, depending on the sponsor and/or the organization — ask us if you are not sure
- **Consider sending a small gift to send to your sponsor:**
 - Something with a Bates logo or image is always meaningful
 - Do not spend a lot of money since it is really the thought that counts
 - The Center for Purposeful Work has a small stash of gift items to share; inquire if interested
- **Complete the feedback survey promptly:**

- We will email a brief online survey so that you can evaluate your experience; your feedback is vital and will help us to plan the program for next year
- **Share your experience:**
 - Send photos of your experience to jobshadow@bates.edu
- **Reflect on how your job shadow experience might impact your academic and career plans:**
 - Evaluate academic, extracurricular, and experiential learning opportunities to consider
 - Meet with a Purposeful Work counselor to discuss your experience and how to update your resume
 - Keep in touch with your sponsor, and identify other individuals in fields of interest to contact

Best wishes for a wonderful job shadow experience!
If you have any questions or problems along the way, please feel free to contact us:

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